

Minutes of the Regular Board Meeting

The Board of Trustees

Wharton County Junior College

A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, November 28, 2023, beginning at 6:30 p.m. in the Hutchins Memorial Board Room and on Zoom. Mrs. Rod presided.

Trustees Present: Mrs. Amy Rod, Chair; Mrs. Ann Hundl, Vice Chair; Mr. Danny Gertson (zoom); Dr. Bret Macha; Dr. Priscilla Metcalf; Mr. Paul Pope (zoom); Mr. Larry Sitka; Dr. Sue Zanne Williamson Urbis

Trustees Absent: Mrs. Mary Ellen Meyer, Secretary

Others Present: Ms. Betty McCrohan, President; Dr. Amanda Allen, Vice President of Strategy, Enrollment Management and Technology; Leigh Ann Collins, Vice President of Instruction; Bryce Kocian, Vice President of Administrative Services; Sheryl Rhodes; Danny Bacot (zoom); Dane Legg; George Prat (zoom); Tommy Regan (zoom); Emily Voulgaris (zoom); Cindy Ward; and Gus Wessels

I. Determination of Quorum and Call to Order

-Mrs. Rod called the meeting to order at 6:30 p.m. and declared a quorum.

II. Pledge of Allegiance

-Mrs. Rod led the Pledge of Allegiance

III. Reading of the Minutes

III.A. October 17, 2023 Board of Trustee Regular Meeting Minutes

-BOARD ACTION: On a motion made by Dr. Macha and seconded by Dr. Williamson Urbis, the Board of Trustee regular meeting minutes from October 17, 2023 were approved.

IV. Citizens' Comments (revised by legal counsel on 08-05-2022)

V. Special Items

V.A. Approve the external audit FY 2023

-Mrs. Hundl announced that a special called meeting for the audit was held prior to the regular board meeting.

BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Sitka, the board unanimously approved the external audit for FY 2023 as presented.

V.B. Approve to cancel the December 19, 2023 Board of Trustee meeting

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Dr. Macha, the board unanimously approved to cancel the December 19, 2023 Board of Trustee meeting.

V.C. Board Evaluation - Dr. Sue Zanne Williamson Urbis

-Dr. Williamson Urbis reported on board committee on board evaluation/training.

-Dr. Williamson Urbis reported that the Board has met 100% compliance on Cybersecurity training.

-Dr. Williamson Urbis reported that the Board has met 100% compliance with completion of the required annual board evaluation completion.

V.D. Reports from Board Committees

-Mr. Pope reported on the Strategic Visioning Committee meeting that took place on November 23, 2023.

VI. Presentations, Awards, and/or President's Report

VI.A. Retirement Resolution for Kay Gardner

-Mrs. Barbee read the resolution and presented the plaque to Mrs. Gardner.

VI.B. Physical Plant Update – Bryce Kocian

- Mr. Kocian reported on the status of physical plant projects taking place on all campuses.

-Mr. Feyen presented an overview of the Fine Arts roof replacement project.

VI.C. President's Report

-President McCrohan reported that we are moving forward with the Bay City Technical School project.

-Mrs. Rod complimented the institution on the Athletic Hall of Fame event.

VII. Student Success

VII.A. Fall 2023 Institutional Effectiveness Newsletter - Dr. Amanda Allen

-Dr. Allen highlighted information in the Institutional Effectiveness newsletter.

VIII. Reports to the Board

VIII.A. Financial Reports

VIII.A.1. October 2023 Monthly Financials

-Mr. Kocian presented the October 2022 financial reports.

-BOARD ACTION: On a motion made by Mrs. Hundl and seconded by Mr. Sitka, the board approved the October 2023 financials as presented.

VIII.B. Management Reports

VIII.B.1. Financial Aid Report

VIII.B.2. Testing Report

VIII.C. Reports from College Governance Councils

VIII.C.1. October 2, 2023 Faculty Council Meeting Minutes

IX. CONSENT AGENDA

X. Matters Relating to General Administration

X.A. Approve 2023-2026 renewal submitted by Halogen (Cornerstone) to provide the college's automated platform for all administrative and staff employees self-evaluations and supervisory performance evaluations required by College policy for a period of 3 years (\$132,282.10-total (annual cost for 2023-2024 \$41,961.01; 2024-2025 \$44,059.06;2025-2026 \$46,262.02) – Unrestricted Operating Budget)

X.B. Notify the Board of Trustees that WCJC has been awarded funding from the Johnson Foundation to fund direct scholarships to students in the Allied Health programs (\$500,000.00)

X.C. Notify the Board of Trustees that WCJC has been awarded funding from the Johnson Foundation to purchase an immersive simulation lab for the Allied Health department (\$107,000.00)

XI. Matters Relating to Academic Affairs

- XI.A. Approve proposed academic calendar for 2024 - 2025 (N/A)
- XI.B. Approve addition of \$99 course fee for PTHA 2339, effective fall 2024 (\$99 course exam fee per 16 students = \$1,584.00; course fee offsets exam cost)
- XI.C. Approve the Course Share Rate of \$90.00 per semester credit hour, effective spring 2024 (None)
- XI.D. Approve the Reorganization of the Office of Continuing Education, effective January 2024 (No additional cost to the institution)
- XI.E. Approve Extension of Supervising Dentist Contract to 10.5-Months, effective Jan. 2024 (\$25,000.00 from AY24 budget; (AY24 budget \$63,550.00 for 9-mos.-contract; \$2,100.00 PT faculty summer course = \$65,650.00; add \$25,000.00 to attract applicants for salary of \$90,475.00))

XII. Matters Relating to Administrative Services

- XII.A. Approve the proposal submitted by Atlas Universal, Inc. for the reroofing of the Duson-Hanson Fine Arts Building (\$1,388,324.00 -Transfer from the Plant Repair and Replacement Fund)
- XII.B. Approve Abel Design Group to develop plans and bid specifications for the renovation of the space in Bay City to house the Construction Trades classes that will be offered (estimated \$140,000.00 plus reimbursables- State of Texas Special Appropriation)
- XII.C. Approve the sealed proposal from Patterson Dental to provide the Dental Hygiene program with a 3D dental x-ray unit with panoramic & cephalometric imaging (\$96,219.58 - The M.G. and Lillie Johnson Foundation Grant Funds)
- XII.D. Replace the boiler in the Duson Hansen Fine Arts Building (\$57,000.00 - Transfer from the Plant Repair and Replacement Fund)
- XII.E. Approve the upgrade of Business Office Accountant position (\$14,878.00 - Current Unrestricted Operating Budget)
- XII.F. Approve the update to the Security and Public Safety Department to include adding a Communication Specialist and increase in pay grades to the full-time non-commissioned security officers (Approximately \$60,400.00 - Unrestricted Fund Budget)

XIII. Matters Relating to Strategy, Enrollment Management and Technology

XIII.A. Approve the reorganization of the Office of Financial Aid (Current FY 2024 operating budget. Potential maximum increase of \$12,000.00 in FY 2025 operating budget)

XIV. Matters Relating to Personnel

XIV.A. Board of Trustees

XIV.B. Office of President

XIV.C. Office of Academic Affairs

XIV.C.1. Ann Marie Hernandez employed as regular, full time instructor of vocational nursing, FAC-1-10, effective January 8, 2024

XIV.C.2. Kimberly Kirby received an extension as temporary, full time developmental math instructor, FAC-1-10, effective January 8, 2024

XIV.C.3. Anthony Scopel received a change from part time instructor of EMS to regular, full time instructor of EMS, FAC-1-10 effective January 8, 2024

XIV.D. Office of Administrative Services

XIV.E. Office of Strategy, Enrollment Management and Technology

XIV.E.1. Emily Voulgaris received a change in title/assignment from regular, full time assistant director of student records, AA-1-8, to regular, full time director of admissions and registration, CA-15-8, effective August 16, 2023

XV. END OF CONSENT AGENDA

- **BOARD ACTION:** On a motion made by Dr. Metcalf and seconded by Dr. Macha, the board approved the consent agenda.

XVI. Paid Professional Assignments

XVI.A. Information Item:

XVI.A.1. Paid Professional Assignment for Kerri Novak, additional duties/responsibilities related to HR vacancies, December 2023 and January 2024
- \$2,000.00

XVII. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072),

deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices, or a security audit (661.076), deliberation regarding economic development negotiations (551.086).

XVII.A. Discussion of the potential sale of the surplus college property

- The Board of Trustees went into executive session at 7:15 p.m.
- The Board of Trustees reconvened into regular session at 8:01 p.m.

XVIII. Consideration and possible action on items discussed in closed session

-BOARD ACTION: On a motion made by Dr. Metcalf and seconded by Mrs. Hundl, the board approved moving forward to sell the WCJC Hutchins Farm Property with a minimum bid of \$1.6 million with the following votes:

YAYS-Ann Hundl, Danny Gertson, Priscilla Metcalf, Paul Pope, Amy Rod, Sue Zanne Williamson Urbis

NAYS-Bret Macha, Larry Sitka

-BOARD ACTION: On a motion made by Dr. Macha and seconded by Dr. Metcalf, it was the consensus of the board to move forward to sell the WCJC Amman Property with a minimum bid of \$400,000.00.

XIX. Discuss Matters Relating to Formal Policy

XX. Adjourn

- The meeting adjourned at 8:04 p.m.
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